

Checklist for adult live entertainment and adult entertainment business

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

The following requirements will be completed by the investigator working on your case

_____ **Investigator requirement** – verification that the business does have a current license (**attach a copy**) – **sale only**

_____ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise

_____ **Investigator requirement** – Within ten days after a new application for an adult live entertainment or adult entertainment business license is determined by the manager to be complete, the investigator will mail notification letters out to all property owners within 1,000 feet of the proposed establishment and to all neighborhood associations within the same ZIP code as the proposed establishment and City Councilmembers who represent the same district of the proposed premise, as well as other pre-determined government entities. ***If within 10 days*** after the notifications have been mailed, any property owner or neighborhood association located within 1,000 feet of the proposed establishment submits a written request for a hearing where they state the reason(s) that a particular criteria set forth in section 12-57(a) has not been satisfied, the director shall within five days of receipt, mail a notice of a hearing to the applicant and all property owners and neighborhood associations within 1,000 feet of the proposed establishment to include the date, time, and place of the hearing before the director. The date of the hearing shall not be less than 30 days nor more than 40 days following the determination that the application is complete – **sec 12-56 – new business only**

Yes No

_____ **Investigator requirement** – Has the applicant or any spouse, partner, officer, or director of the applicant, or shareholder with a greater than 10 percent interest, been convicted of a violation of this article or have they had a license under this article revoked at any time in the two years immediately preceding the date of application?
Section 12-57(9)

_____ **Investigator requirement** – Has the applicant, or any spouse, partner, officer, or director of the applicant, or shareholder with a greater than 10 percent interest within the previous 10 years been convicted of, or remain under confinement for any felony, misdemeanor, ordinance violation or municipal ordinance violation involving sexual offenses, prostitution, sexual abuse of a child or pornography and related offenses as defined in the state's criminal code, RSMo chs. 556–600, or similar statutes in other states, or controlled substance or illegal drugs or narcotics offenses, as described in the state's comprehensive drug control act?
Section 12-57(10)

All of the following information must be submitted by the applicant

Have Need

_____ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500

_____ Amusement application (**must be signed and notarized**). **Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

_____ A \$41 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) and/or owner(s) have resided. An active, practicing lawyer in the State of Missouri will not be subject to a criminal history record check as long a copy of the bar association card is submitted

_____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor OR submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer

- ___ ___ A \$500 licensing fee – **Section 12-46** states: The application for a license or permit shall be accompanied by payment in full of the fee stated in this section, by cash, certified or cashier's check or money order (made out to the city treasurer), and no application shall be considered complete until the fee is paid. The fee shall not be refunded under any circumstances.
- ___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- ___ ___ Two recent photographs of the front of the premises to be licensed
- ___ ___ A diagram of the premises including the total number of **square feet** in the building and the **number of floors**
- ___ ___ **LLC only** – a copy of the **operating agreement** listing the members and managers of the LLC **Corporation only** – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held or the **Articles of Incorporation Partnership only** – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application
- ___ ___ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925
- ___ ___ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925
- ___ ___ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business
- ___ ___ Schedule P from anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business. **Form provided by Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- ___ ___ Declaration of intent to sell, signed by all parties and notarized – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>) – **sale only**
- ___ ___ A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
- ___ ___ A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500
- ___ ___ A copy of the occupant load certificate stating the occupancy load (**only needed for the following**: if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500
- ___ ___ A copy of the health permit (must be from the DBA that is applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247
- ___ ___ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100